

New Level System

Newcomer - Level 1 (Target time to complete – 2 wks.)

Responsibilities

- Check with House Manager on Duty before leaving the property
- Curfew is 8pm 7days a week
- Job Search 8:30 – 5pm Mon-Fri as directed by the office

Tasks to Complete

- Meet with and secure a verifiable sponsor
- Shadow your House Mentor
- Complete Steps 1-5
- Complete Reading Assignment 1
- Listen to “The 1st Step” by Chris Raymer
- Listen To “The Meaning of a Spiritual Experience” by Chris Raymer
- Complete Reading Assignment 2
- Complete Life Skills Assessment & Training - Core 1
- Family wellness meeting with Leslie
- Secure Full-Time Day-Shift Employment

Protégé - Level 2 (Target time to complete – 2 wks.)

Responsibilities/Qualifications

- Working full time day shift job (32-45 hrs. per week)

Tasks to Complete

- Complete Reading Assignments 3.
- Listen to "Relapse Prevention" by Chris Raymer.
- Work steps 6 through 12 with verifiable sponsor.
- Attend "Foundation Meeting 101 Pt. 1" and learn how to conduct a foundation meeting.
- Attend "Foundation Meeting 101 Pt. 2" and complete Big Book tabs with highlights.
- Develop 12-step commitment plan with house mentor under the guidance and direction of verifiable sponsor.
- Welcome every Newcomer as they arrive and ask how you might be helpful to them.
- Compliant with Code of Conduct
- Schedule rent accountability appointment in office with first paycheck in hand.
- Consider and write down how you can improve the *first day* experience for the Newcomers.
- Make yourself available and read the Big Book with Newcomers
- Get with House Manager about Service Work. This comes in the form of giving time and effort back to Solutions of North Texas, which could be setting up before and after meetings, general upkeep of the properties, or administrative duties in the office. Each resident is expected to perform a minimum of 10 hours per month in Service Work.
- Complete Life Skills Assessment & Training – Core 2

Additional Benefit

- Curfew is 10:30pm Sun-Thurs & Midnight on Fri-Sat

Mentor - Level 3

Responsibilities/Qualifications

- Completed all 12 steps and living in 10, 11, & 12
- Willing to look at all areas of their life (career, relationship, money, etc...)
- Service work continues and new ways to be helpful and/or new Service work opportunities are sought out and/or developed.
- This level is intended to get you more involved with the newer residents; the level status is contingent upon your level of participation.

Tasks to Complete

- Actively seeking out addicts or alcoholics to take through the 12-Steps
- Make yourself available to conduct foundation meetings for in-house 12 step meetings as well as throughout your respective fellowship(s).
- Complete "Foundation Meeting 101 Pt. 1", training.
- Complete "Foundation Meeting 101 Pt. 2", training.
- Become a House Mentor.
 - *House Mentors are responsible for guiding lower-level residents; help them achieve promotion to the next level, and help with Life Skills program. Obligations are to make sure their questions are answered and have what they need to be successful in our program. Each House Mentor will be responsible for the resident in their room and possibly the resident(s) of a neighboring room this will make you a more effective sponsor.*
- Conduct Foundation Meeting 101 Pt. 1 & 2, for lower-level residents. (These can be conducted one-on-one as needed.)
- Put your previously written 12-step commitment plan into action.
- Attend Sponsorship Orientation, to become an approved sponsor and start taking people through the work.
- Make sure you know every residents name and something about them. For example, do they play the drums, are they an artist, a chef, a genius, or have they lost everything to their addiction? See where you fit into their life or what you can do to be helpful.
- Develop your exit strategy. Where are you going, who are you going to live with, what is your budget going to be? Check with house managers and see if you qualify for the savings plan at Solutions of North Texas. Set up a time with staff to make a budget.
- Tell your story at in-house 12 step meeting or Solutions function. (attend training if necessary)
- Meet with volunteer/alumni coordinator(s) and consider your level of commitment after your stay. Consider how you will give back whether financial, serving, or both.
- Train with House Manager and take a minimum of two shifts per month. This experience will be tremendously helpful in becoming a more effective sponsor.
- Plan and carry out an event for the house.
 - *This can be a teambuilding event or something that you're passionate about and want to share with the other residents. For example, you play an instrument and have an interest in teaching others to basics of playing the instrument or, do you know how to cook a perfect briskets and rack of ribs on the grill. All men know how to cook a burger on the grill but, few of us really know how to make a perfect rack of ribs. These events are intended to make everyone's experience better and an excellent exercise in putting yourself out there to serve others, even when it feels silly or stupid.*

Additional Benefits

- Curfew is extended for occasional late night outs (movies, dinner, Starbuck's, etc...) however; this must work around scheduled tasks and commitments within the house. Extended curfew is Midnight Sun-Thurs and 1am Fri-Sat.
- Eligible for a single overnight pass to be with family twice a month.
- Flexible Meeting Schedule (Must attend 2 out of 3 mandatory in-house meeting)

Junior House Manager - Level 4

Responsibilities/Qualifications/Tasks

- Has expressed interest in becoming more involved with SONTX and possibly becoming part of the staff and/or serve on a board or committee.
- Is responsible for taking a minimum of one shift per week as the acting House Manager.
- Is given more responsibility and the opportunity to serve a more significant capacity. (For Ex: Part Time House Manager, Alumni Coordinator, program development, etc...)
- In-Office Training for House Manager shifts.

Additional Benefits

- Eligible for a two night weekend pass twice a month.

House Manager

A House Manager is considered part time staff of Solutions of North Texas and is compensated by a partial rent package. They are the nighttime and weekend house managers. There is an additional Code of Ethics and contract to be review and signed.

Senior House Manager

The Senior Howells Manager is a full-time paid staff member responsible for the day shift house manager position. Compensation is salary plus a complete rent package. The Senior House Manager is the department head for our residential staff and responsible for all aspects and operation of property, program, residents, and residential staff. There is an additional Code of Ethics and contract to be review and signed.